



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MATERIEL COMMAND
5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333-0001

REPLY TO
ATTENTION OF

AMCPE-C

31 JUL 2001

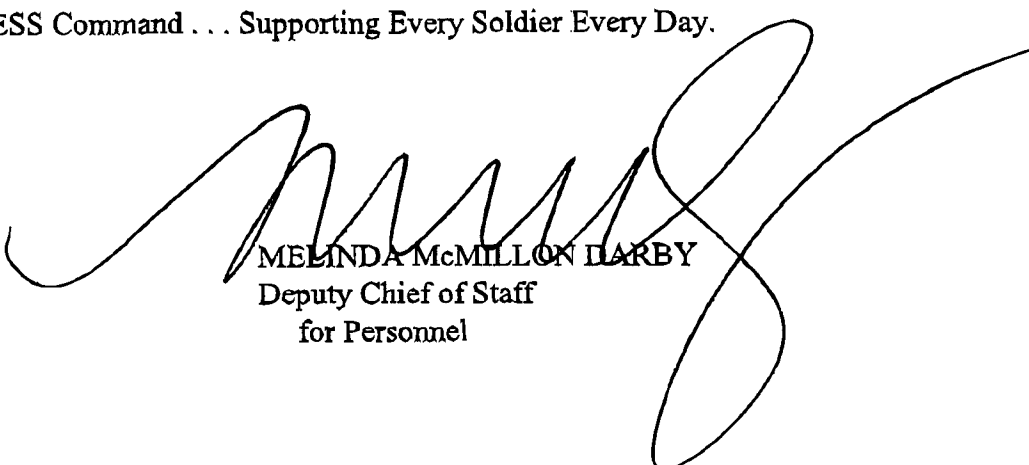
MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Filling Key Positions in Human Resource Management Career Fields

1. Reference memorandum, Deputy Assistant Secretary of the Army (Civilian Personnel Policy), 16 Jan 2001, subject: Functional Chief Representative Policy Memorandum – Filling Civilian Personnel Advisory Center (CPAC) Chief/Director Positions and other Key Positions within CP10 (encl).
2. The quality of our human resource management is elemental to U.S. Army Materiel Command (AMC) unit success. Commanders face many challenges with a “people” component, ranging from how you can increase productivity in order to be competitive with industry, to how you will retain skilled, high performers in a tight labor market. Human Resource (HR) chiefs are important members of Commanders’ staffs as technical advisors, work force planners, and links to most personnel support services.
3. Key positions in HR Management and in the Civilian Personnel Career Program, CP10, are Major Subordinate Command (MSC) Civilian Personnel, Human Resource, and Personnel/Training Directors or equivalent jobs; all CPAC Directors/Chiefs; and CP10 GS-14 and GS-15 level deputies and supervisors who work for the first two groups. To assist you in recruiting and selecting highly effective candidates for these key positions, the AMC Deputy Chief of Staff for Personnel (DCSPER) or Assistant DCSPER (Civilian Personnel) will participate in the recruitment and selection processes. Selecting officials at MSCs and installations will coordinate with the ADCSPER at the start of the recruitment process for the CP10 jobs, and with the DCSPER for the other key HR jobs, to discuss recruitment strategy and selection criteria. They will involve them in the selections, and they will contact the ADCSPER before coordinating with the Army Functional Chief’s Representative for GS-15 CP10 vacancies as required by reference 1.
4. AMC -- Army READINESS Command . . . Supporting Every Soldier Every Day.

FOR THE COMMANDER:

Encl
as


MELINDA McMILLON DARBY
Deputy Chief of Staff
for Personnel

AMCPE-C

SUBJECT: Filling Key Positions in Human Resource Management Career Fields

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CF:

MR. JACK WILSON, DEPUTY CHIEF OF STAFF FOR PERSONNEL, U.S. ARMY
RESEARCH LABORATORY, ADELPHI, MD 20783-1145

MR. LEROY DANIELS, CHIEF PERSONNEL, U.S. ARMY AVIATION AND MISSILE
COMMAND, REDSTONE ARSENAL, AL 35898-5000

MS. DEBORAH DEVLIN, DEPUTY CHIEF FOR STAFF FOR PERSONNEL, U.S. ARMY
COMMUNICATIONS-ELECTRONICS COMMAND, FORT MONMOUTH, NJ 07703-
5000

MS. DIANA BALMER, DEPUTY CHIEF OF STAFF FOR HUMAN RESOURCES, U.S.
ARMY OPERATIONS SUPPORT COMMAND, ROCK ISLAND, IL 61299-6000

MS. CATHY MCDONALD, DEPUTY CHIEF OF STAFF FOR HUMAN RESOURCES, U.S.
ARMY SOLDIER AND BIOLOGICAL CHEMICAL COMMAND, ABERDEEN
PROVING GROUND, MD 21010-5424

(CONT)

AMCPE-C

SUBJECT: Filling Key Positions in Human Resource Management Career Fields

CF: (CONT)

MS. SHARON HIGHTOWER, CHIEF, HUMAN RESOURCES MANAGEMENT, U.S.
ARMY SIMULATION, TRAINING AND INSTRUMENTATION COMMAND,
ORLANDO, FL 32826-3276

MS. KATHERINE BELL, DIRECTOR OF HUMAN RESOURCES, U.S. TANK-
AUTOMOTIVE COMMAND, WARREN, MI 48397-5000

January 16, 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Functional Chief Representative Policy Memorandum - Filling Civilian
Personnel Advisory Center (CPAC) Chief/Director Positions
and other Key positions within CP10

References:

- a. Functional Chief Representative Memorandum 91-1, dated January 4, 1991, subject: Revised Chapter 10 - Civilian Personnel Administration (CP10), AR 690-950.
- b. Functional Chief Representative Memorandum 91-2, dated March 22, 1991, subject: Army Civilian Training, Education and Development System for the Civilian Personnel Administration (CP10) Career Program.
- c. DRAFT Army Civilian Training, Education and Development System for the Civilian Personnel Administration (CP10) Career Program updated 11/18/98 on Civilian Personnel On-Line (<http://cpol.army.mil/>).
- d. Memorandum dated November 27, 1998, subject: Revised Instructions for Requesting Career Referral Lists in the Civilian Personnel Administration (CPA) Career Program (CP10).

The purpose of this memorandum is to establish clear and concise policy and guidance in reference to filling Key Civilian Personnel Positions and Civilian Personnel Advisory Centers (CPAC) Chief or Director positions (concurrently or formerly known as Civilian Personnel Officer (CPO) positions). References a, b, c and d. are hereby rescinded and the guidance within this memorandum is effective immediately.

The FCR will participate in the selection process of all CP10 GS-15 positions, MACOM Civilian Personnel Directors (CPD), and CPOC Directors. During the recruitment process of these positions, the selecting official must contact and coordinate with the FCR, who will provide advice, guidance, and assistance in the definition of selection criteria and recommendation of applicants for selection. The selecting official has the ultimate authority and responsibility for the selection. MACOM CPDs will participate in the selection process of all major subordinate command (MSC) CPDs and CPAC Chiefs/Directors within their command.

For lateral reassignment to GS-15 vacancies covered by the CP10 career program, the FCR will notify all permanent CP10 GS-15s. Interested applicants must comply with application instructions provided in the FCR notification.

If you have questions regarding this policy, please contact the CP10 Career Program Proponent, Ms. Nancy Spurlin, at DSN 227-2939 or commercial (703) 697-2939; email nancy.spurlin@hqda.army.mil.

//Signed//
David L. Snyder

Encl

Deputy Assistant Secretary
(Civilian Personnel Policy)

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OFFICE OF THE ADJUTANT GENERAL, ATTN: COL SHEA